

CLASS TITLE: PRINCIPAL RESEARCH TECHNICIAN

Class Code: 02668400

Pay Grade: 27A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, supervise and review the work of a staff engaged in conducting statistical and research work involving the collection, analysis, interpretation and presentation of data in a given subject matter field for use in the planning, programming, implementation or administration of any departmental or agency activity or function; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative supervision of a superior from whom assignments are received in broad outline; wide latitude is allowed for the exercise of independent judgement in the determination and evaluation of source material and the organization and presentation of data; work is reviewed upon completion for results obtained.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of a staff of technical and clerical employees engaged in statistical and research work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, supervise and review the work of a staff engaged in conducting statistical and research work involving the collection, analysis, interpretation and presentation of data in a given subject matter field such as: administration, economics, education, fiscal management, engineering, health, industrial development, labor relations, social welfare, unemployment compensation; or, in any other subject matter field for use in the planning, programming, implementation or administration of any departmental or agency activity or function.

To plan the scope of special studies, determine primary and secondary sources of information, select research methods to be used, formulate statistical procedures as required and supervise the conduct of such studies.

To direct the preparation of final written analyses of statistical data and reports of research studies.

To engage in making statistical and research studies of a highly complex nature.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of standard statistical and research principles, methods, and techniques and the ability to apply such knowledge in the collection, analysis, interpretation and presentation of various data involving problems or projects ranging in scope and complexity from routine to highly complex in nature in such various subject matter fields as defined above; the ability to prepare oral and written reports containing analyses, evaluations, conclusions and/or recommendations; the ability to plan the scope of special studies including the selection and formulation of statistical and research methods and procedures; the ability to direct the preparation of final written analyses of statistical data and reports of research studies; the ability to plan, organize, supervise and review the work of a technical and clerical staff engaged in such statistical and research work; the ability to establish and maintain effective working relationships with superiors and associates, other agencies and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in one of the physical, social or natural sciences including or supplemented by completion of courses in the theory, methods and techniques of statistics; and

Experience: Such as may have been gained through: employment at the level of a Senior Research Technician; or, employment in a responsible position in a governmental agency or in private industry requiring the performance of complex statistical and research work in the agency or industrial program, project or function including the collection, analysis, interpretation and presentation of a variety of socioeconomic data.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 11, 1960

Editorial Review: 3/15/03